

COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION DESCRIPTION

Position Title: Director of Elementary Sites

Reports To: Executive Director

POSITION SUMMARY

Provides leadership and supervises after school and CIS integrated student services functions and coordinators within 5-8 elementary schools. Works closely with Principals and other school personnel, site coordinators and other CIS directors to assure the delivery of effective service strategies according to the assessed needs of schools and targeted students. Responsibilities include program development and implementation, continuous quality improvement, creation of systems and standard operating procedures in order to effectively integrate student services to benefit targeted students and their families. Is responsible for supervising Site Coordinators in assigned elementary CIS schools, ensuring an effective partnership among the CIS site team, school team, designated community providers and volunteers, KPS administration, and parents. Responsible for comprehensive grants management including effective implementation of program and budget monitoring and adjustment, reporting and compliance, and working effectively with other CIS Directors including Finance, Human Resources & Administrative Services, Social-Emotional Learning, Health Initiatives, Development and Community Relations and Volunteer Services, Quality & Evaluation to ensure effective administrative practices and program services for students. Responsible for compliance with Michigan Child Care Licensing requirements and may serve as a multi-site director under those provisions.

WORKING CONDITIONS

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 15 pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings locally and throughout the State, other events, and for the occasional transport of providers, students and/or families. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to observe and hear students, staff and providers across a wide range of settings and interpret those observations for the purpose of evaluation, monitoring and service modifications. Must be able to work occasional evenings, weekends and/or early mornings in order to cover work responsibilities. Must be available for occasional travel to national level meetings.

DUTIES AND RESPONSIBILITIES

- Responsible for monitoring of all CIS Integrated Student Services, before, during and after school at elementary sites. Establishes and maintains productive working relationships with all members of the CIS partnership, including CIS team members, school personnel and partner organizations working within the designated schools. Provides leadership, guidance, consultation and motivation to all participants.
- In collaboration with the Evaluation & Quality Coordinator, assists with the development and effective utilization of tracking/data collection systems for services, students, and within CIS programs and services at the elementary level. Develops, oversees and interprets tasks associated with evaluating CIS programs and services at the elementary level.
- Ensures the effective selection, training and supervision of elementary Site Coordinators and After School Coordinators and staff at each site.
- Works effectively with KPS building principals and central administration staff to ensure program development and implementation according to site and student needs. Develops and conducts information and training sessions for all levels of staff within assigned school buildings.

- Assures the effective implementation of grants within the elementary schools including program design and delivery, selection and supervision of all personnel, recruitment and selection of appropriate contract providers and compliance with all grant requirements.
- Oversees an effective contracts management system including requests for proposals, selection and utilization of providers based on clear decision-making criteria that is student-centered, results-oriented and cost-effective.
- Develops and oversees budgets in collaboration with the Director of Finance & Administrative Services and demonstrates effective budget monitoring practices and assures compliance with funder and agency requirements for expenditures, purchasing and documentation.
- Works with other CIS Directors in order to orchestrate the selection of appropriate community resources to deliver programming and services at each elementary site. Insures the integrity of the CIS model of Integrated Student Services for all programming. Facilitates problem-solving strategies when necessary with all parts of CIS team.
- Provides training, supervision, day-to-day direction and guidance to elementary Site Coordinators, ISS Coordinator, After-School Program Staff, volunteers, student interns, and providers working with CIS.
- Monitors the ongoing implementation of partnership agreements and serve as a facilitator for communication, coordination and problem-solving. Plan and conduct regular meetings with school personnel, site coordinator, and key partners to review progress, possibilities, and potential problems.
- Exhibits a commitment to the values expressed in CIS mission and vision and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude at the work place and toward his/her job.
- Maintains the confidentiality of all CIS related information.
- Participates in community awareness and public relations activities for CIS. Plans and implements special events. Assists with marketing and promotion of CIS, particularly within designated specialty areas.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Bachelor degree in human services, public administration, education or related area plus a minimum of five years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Masters degree and experience preferred.
- Prior supervisory experience required. Management of Youth Development programming highly desirable. Ability to supervise others in an effective manner, on both a formal basis (supervisory responsibility and authority) and on an informal basis (responsibility and need with no authority).
- Knowledge and experience with a wide range of community resources including human services, healthcare, education, recreation, employment and basic needs necessary. Advanced understanding of complex organizations and service delivery systems and how they function. Ability to design cooperative structures and methods for multi-agency involvement in services.
- Well-developed leadership abilities and interpersonal relationship skills, including the capacity to form effective relationships and represent the organization with a wide range of stakeholders including State and local funders and partners, CIS Board, donors, parents, school district leadership and students.

- Ability to interpret, comprehend and transmit complex and detailed instructions in order to plan and perform job duties. Ability to pay close attention to details while maintaining a focus on the big picture and longer-term program goals. Ability to organize, prioritize and work independently as well as schedule and produce work in a timely manner. A demonstrated capacity to manage many projects and activities simultaneously.
- Requires experience with personal computers and proficiency using word processing software, spreadsheets, the internet, electronic mail, and data bases.
- Able to work independently as well as capacity to be an effective member of a team.
- Excellent oral and written communication skills, as well as interpersonal skills, to interact effectively with volunteers, team members, the public, peers, etc.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Understands and embraces diversity and inclusiveness in thought, word, and actions. Exemplifies these values.
- Previous experience in State and/or Federal grants and grants management highly desirable.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.